

**Title: Make sure you add organization name and give credit to those that were involved. Make sure this is a recent and relevant QI Project.**

<div>Purpose/AIM</div> <div>Goal Statement: Make a goal statement and what you want to accomplish by taking on this A3 project. You can map out what exact goals you will accomplish. Include timeframe for accomplishing this goal.</div>	<div>Causes</div> <div>Root Cause Analysis: Conduct a thorough analysis as to what might be causing this particular issue.</div>	<div>Future Process</div> <div>Develop the New Target State: Illustrate how you will address the root causes of the issue. You will use a diagram on how the newly proposed process will work. When communicating your countermeasures, make sure you note the projected or expected improvements.</div>	<div>Outcomes</div> <div>Evaluate the Results: Measure the results and make sure you hit your goal if you haven't hit it.</div>
<div>Background</div> <div>Background: Select an issue you want to resolve. State how this issue impacts your business, your customers, and processes, and of course your bottom line or financials.</div>		<div>Action Plans</div> <div>Implementation Plan: This is your well-thought out workable plan. Include a list of actions that need to get done so that the countermeasures can take place and improvement can be obtained.</div>	<div>Follow up</div> <div>Follow-up Plan: This is to make sure that the target goal was met. Check on it at a regularly scheduled time to make sure the target has been met.</div>
<div>Current Process</div> <div>Include a Problem Statement: Make a detailed statement of the issue. Quantify exact issue and define detailed specifics so that the impact of the issue is communicated to others.</div>			